

CONFIDENTIAL
SECURITY INFORMATION

1953

**TRAINING PROGRAM
IN
RECORDS MANAGEMENT**

Sponsored Jointly By: **GENERAL SERVICES OFFICE
OFFICE OF TRAINING**

ROOM 1402 BUILDING I

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OGC Has Reviewed

MORI/CDF

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A G E N D A

14 April — 11 May 1953

Chairman -
Office of Training

25X1

Tuesday, 14 April

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|------|-------------------------------------|--|------|
| 0930 | INTRODUCTORY REMARKS | <i>Chief</i>
<i>Record Services Division</i>
JOHN B. WHITELOW, <i>Chief</i>
<i>Management Training Division</i>
<i>Office of Training</i> | 25X1 |
| 1000 | RECORDS MANAGEMENT IN
INDUSTRY | <i>President</i>
<i>National Records Management</i>
<i>Council</i> | 25X1 |
| 1100 | RECORDS MANAGEMENT IN
GOVERNMENT | HERBERT E. ANGEL, <i>Director</i>
<i>Records Management Division</i>
<i>National Archives and Records</i>
<i>Services, GSA</i> | |

Monday, 20 April

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| 1000 | THE PLACE OF RECORDS
CENTERS IN A RECORDS
MANAGEMENT PROGRAM | EVERETT O. ALDREDGE, <i>Chief</i>
<i>Records Center Branch, Records</i>
<i>Management Division, GSA</i> |
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Monday, 20 April

1100	DISPOSITION OF FEDERAL RECORDS	ARTHUR E. YOUNG, <i>Deputy Regional Director for Records Management Service, Region 3, GSA</i>
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Friday, 24 April

1000	HOW TO MAKE A RECORDS SURVEY	DOROTHY M. LUTTRELL, <i>Chief Records Administration Branch Administrative Services Division Office of Price Stabilization</i>
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1100	CORRESPONDENCE MANAGEMENT	MONA SHEPPARD, <i>Organization and Methods Examiner, Records Management Division, GSA</i>
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1150	STATUS OF AGENCY CORRESPONDENCE MANAGEMENT PROGRAM	<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> <i>Chief Record Services Division</i>
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25X1

Monday, 27 April

1000	FORMS AND PUBLICATION MANAGEMENT	<div style="border: 1px solid black; width: 180px; height: 20px; display: inline-block;"></div> <i>Chief Printing Advisory Staff</i>
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25X1

1100	PRINTING AND REPRODUC- TION IN THE AGENCY	<div style="border: 1px solid black; width: 120px; height: 20px; display: inline-block;"></div> <i>Assistant Chief Printing and Reproduction Division</i>
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Friday, 1 May

1000	SYSTEMS FOR THE CONTROL OF CORRESPONDENCE AND RECORDS	[REDACTED]	<i>Records Analyst</i>	25X1
1100	THE APPLICATION OF PUNCH CARD METHODS TO RECORDS MANAGEMENT PROBLEMS	[REDACTED]	<i>Chief Machine Records Branch</i>	25X1

Monday, 4 May

1000	PROCEDURE FOR DEPOSITING VITAL MATERIALS	[REDACTED]	<i>Records Analyst</i>	25X1
1030	OPERATION OF THE VITAL MATERIALS REPOSITORY	[REDACTED]	<i>Services Officer</i>	25X1
1100	RECORDS DISPOSAL, RETIREMENT AND PRESERVATION	[REDACTED]	<i>Chief Records Management and Distribution Branch</i>	25X1

Friday, 8 May

1000	STANDARDS FOR MICROFILMING	[REDACTED]	<i>Records Analyst</i>	25X1
1030	OPERATION OF AN AGENCY RECORDS CENTER	[REDACTED]	<i>Records Analyst</i>	25X1

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Friday, 8 May

1100	REPORTS MANAGEMENT	<div></div> <i>Records Analyst</i>	25X1
1130	THE IMPORTANCE OF A RECORDS PROGRAM AS A TOOL OF MANAGEMENT	<div></div> <i>Chief Organization and Methods Service</i>	25X1

Monday, 11 May

1000	THE TASK OF AREA RECORDS OFFICERS	<div></div> <i>Chief Record Services Division</i>	25X1
1030	INSTALLING YOUR RECORDS MANAGEMENT PROGRAM	<div></div> <i>Assistant Chief Records Management and Distribution Branch</i>	25X1
1100	GROUP DISCUSSION	<div></div>	25X1
1145	SUMMARY	<div></div>	25X1
1150	CLOSING REMARKS	<div></div> <i>Chief General Services <div></div> <i>Office of Training</i></i>	25X1 25X1

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Next 1 Page(s) In Document Denied